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3 FEB 1978

MEMORANDUM FOR: Acting Deputy Director for Administration

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FROM : [REDACTED]
Acting Director of PersonnelSUBJECT : Office of Personnel Report --
Week Ending 3 February 1978

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1. (U) Weather Impact on Recruitment: Recruitment activity in the Midwest came to a halt on 26 January due to bad weather. [REDACTED] was snowbound in his home, and [REDACTED] was stranded in St. Clairsville, Ohio. She postponed visits to schools in Steubenville, Ohio. In addition, [REDACTED] was snowbound at the Knoxville, Tennessee airport and was forced to postpone a scheduled visit to Nashville.

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2. (U) Proposed Legislation Review: We reviewed, on a crash basis, redrafts of Title I, Title II and Title IV of the proposed Intelligence Community charter legislation and prepared comments for DDA and OLC.

3. (U/AIUO) Retirement Activity: The figures shown below depict the total retirement activity for the period 1 January through 30 June 1978. The figures in the clear show totals. The figures in parenthesis represent persons who have opted for options of discontinued service or "involuntary" retirement; the figures in parenthesis are included in the total figure. Thus, of 67 persons to go by 30 June, 11 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	6 (0)	0 (0)	6 (0)
Signed to go	17 (2)	44 (9)	61 (11)
Totals	23 (2)	44 (9)	67 (11)

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May be downgraded to
U/AIUO when separated
from attachment.

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4. (U) Hispanic Recruitment: In what was characterized

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returned the evening of 2 February. They did not encounter any problems other than difficulty in local travel due to taxi and bus strikes.

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5. (U) Special Briefing - External Placement: On 23 January, [REDACTED], Chief, Retirement Counseling and Employee Assistance Branch (RCEAB), briefed [REDACTED] White House Fellow, on the activities and services available in RCEAB.

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6. (U) External Job Lead: [REDACTED], a representative from [REDACTED] Company, visited RCEAB on Friday, 27 January 1978. After reviewing five resumes, he expressed keen interest in one DDO employee whom he interviewed for two hours. [REDACTED] asked that this individual's application papers and those of two other persons be forwarded to his office. The vacancy is for a special senior position described as a technological forecaster. The other two candidates will be considered for other positions in the company.

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7. (U/AIUO) Summer-Only Program: The following is an update on the Summer-Only Program as of 24 January 1978:

Total Applications Received	381
Total Rejects or Cancellations to Date	12
Total Eligible Applications to Date	369
Total Requirements for Summer Onlys	224

8. (U) Visit to Central Processing Branch: Four representatives from Braniff Airlines visited the Central Processing Branch on 31 January 1978. Three of the individuals were from Braniff's Dallas Reservation Office and the fourth was from the Washington Office. The primary purpose of the meeting was to meet the Braniff people with whom we deal and to discuss the various aspects of our business relationship with them. This was a very successful meeting and helped to improve our already good relations with Braniff Airlines.

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9. (U) New Guidelines: We have received new guidelines concerning the Fly America Act which provide certain new requirements for the use of American air carriers. We will meet with representatives of the Central Travel Branch to determine whether we are in full agreement on its application and will begin using the guidelines as soon as possible.

10. (U/AIUO) Health Insurance: The average number of health insurance claims per week received in Insurance Branch in December 1977 was slightly over 500. The weekly average for January jumped to almost 700.

11. (U) Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 is 45.

12. (S) Rehired Annuitants: See attached report.

COMING EVENTS:

(1). (U) Lenten Services: Arrangements have been made for Lenten Services in the auditorium on Ash Wednesday, 8 February and Good Friday, 24 March. Catholic services will be held at 11:00 a.m. and Protestant services at 12:30 p.m.

(2). (U) Savings Bonds Program: Arrangements have been made with Mr. Gilbert Goff, Federal Payroll Savings Director from the Treasury Department, to conduct this year's Savings Bonds Program from 1 May to 30 May 1978.

(3). (U) Agency Reserve Meeting: The subject for the Agency Reserve Meeting on 6 February is "The Army Organization for Intelligence and Counterintelligence." The guest speaker for this meeting is Mr. Merrill T. Kelley from OACSI, Department of the Army.

(4). (U/AIUO) IG Survey Team: Tentative arrangements have been made for the IG Survey Team to visit the Recruitment Office in [REDACTED] on 9 March 1978. This visit is in conjunction with the current survey of Recruitment Division.

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SUBJECT: Office of Personnel Report
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S E C R E T

1 February 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (30 January - 3 February 1978) (U/AIUO)

1. (S) The following rehired civilian annuitant case was processed as a new hire:

DDA

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- Independent Contractor, Office of Training, contract effective 6 February 1978,

2. (S) The following rehired civilian annuitant cases were approved for extension by the Acting Deputy Director for Administration:

DDA

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- Independent Contractor, Office of Security, one-year extension.
- Independent Contractor, Office of Security, one-year extension.

3. (S) The following rehired civilian annuitant case was terminated:

NFAC

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- Independent Contractor, ORPA, terminating 17 February 1978.

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